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UNITED STATES COURT OF APPEALS

FOR THE THIRD CIRCUIT  
21400 UNITED STATES COURTHOUSE  
601 MARKET STREET  
PHILADELPHIA, PA 19106-1790

Website: [www.ca3.uscourts.gov](http://www.ca3.uscourts.gov)

TELEPHONE

215-597-2995

April 23, 2024

Derrick Jacobs  
P.O. Box 1454  
Berlin, MD 21811

RE: Derrick Jacobs v. City of Philadelphia, et al  
Case Number: 24-1696  
District Court Case Number: 2-19-cv-04616

**PACER account holders are required to promptly inform the PACER Service Center of any contact information changes. In order to not delay providing notice to attorneys or pro se public filers, your information, including address, phone number and/or email address, may have been updated in the Third Circuit database. Changes at the local level will not be reflected at PACER. Public filers are encouraged to review their information on file with PACER and update if necessary.**

Attorneys are required to file all documents electronically through the Court's Electronic Case Filing System. See 3d Cir. L.A.R. 113 and the Court's website at [www.ca3.uscourts.gov/cmecl-case-managementelectronic-case-files](http://www.ca3.uscourts.gov/cmecl-case-managementelectronic-case-files).

To All Parties:

Enclosed is case opening information regarding the above-captioned appeal filed by **Derrick U. Jacobs**, docketed at **No. 24-1696**. All inquiries should be directed to your Case Manager in writing or by calling the Clerk's Office at 215-597-2995. This Court's rules, forms, and case information are available on our website at <http://www.ca3.uscourts.gov>.

**Please note: If any party has filed one of the motions listed in Fed.R.App.P 4(a)(4) after the notice of appeal has been filed, that party must immediately inform the Clerk of the Court of Appeals in writing of the date and type of motion that was filed.** The case in the court of appeals will not be stayed absent such notification.

The requirements for the filing of an appearance form, disclosure statement and civil appeal information statement are waived for pro se litigants.

**Counsel for Appellee**

As counsel for Appellee(s), you must file:

1. Application for Admission (if applicable)
2. Appearance Form

3. Disclosure Statement (except governmental entities)

These forms must be filed within **(14) fourteen days** of the date of this letter.

Attached is a copy of the full caption as it is titled in the District Court. Please review the caption carefully and promptly advise this office in writing of any discrepancies.

Enclosures:

Information for Pro Se Litigants

Caption

For the Court,

s/ Patricia S. Dodszuweit

Clerk

s/ Pamela – Case Manager 267-299-4943

cc:

Gary H. Dadamo

Kia Ghee

John P. Gonzales

Jahlee Hatchett

Anne E. Kane

Nicole S. Morris

David Smith

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